

Functional Series 400  
Personnel

INTERIM UPDATE #13

SUBJECT: Instructions for Pay Period 26 for those Employees on the Flexible 5/4-9  
Alternative Work Schedule

NEW MATERIAL: This Notice provides instructions for administering Pay Period 26 for  
those employees who are under the Flexible 5/4-9 Alternative Work  
Schedule (AWS).

EFFECTIVE DATE: December 15, 1999

POLICY

USAID/General Notice  
M/HR/PPIM/PP  
12/15/1999

SUBJECT: Instructions for Pay Period 26 for those Employees on the  
Flexible 5/4-9 Alternative Work Schedule

In response to several inquiries, this Notice is being issued to provide instructions for administering Pay Period 26 for those employees who are under the Flexible 5/4-9 Alternative Work Schedule (AWS). Employees under the Flexible 5/4-9 work schedule may elect to convert back to the standard 8-hour day or remain under their current Flexible 5/4-9 work schedule for the duration of Pay Period 26.

Pay Period 26 (December 19, 1999, through January 1, 2000) contains the Christmas and New Year's holidays which will be observed on both Fridays of the pay period. By law (5 USC 6124), employees under flexible work schedules are entitled to a maximum of eight hours of pay for each holiday.

For those employees remaining under the Flexible 5/4-9 work schedule, the net effect of receiving eight hours of pay for each holiday is that the employee will have to make up one hour to fulfill the 80-hour biweekly work requirement. Employees can accomplish this by working an additional hour on one of their workdays within the pay period, taking an hour of annual leave or leave without pay, or using earned compensatory time off (if applicable).

Employees under the Flexible 5/4-9 work schedule will substitute their 8-hour workday for one of the holidays and elect to work an additional hour on another workday, take one hour of annual leave or leave without pay, or use one hour of accrued compensatory time off. For those employees who have a regular day off occurring on either of the Christmas or New Year's Day holidays, they will substitute their 8-hour workday for that holiday and reschedule their day off within the pay period.

To standardize the administration of Pay Period 26, each employee

remaining under the Flexible 5/4-9 work schedule will: (1) observe the Christmas and New Year's Day holidays on both Fridays and receive 8 hours of pay for each holiday (16 XA); (2) have a day off; and (3) account for 64 hours of regular duty (RD) by working six 9-hour days and one 10-hour day; or using leave, leave without pay, earned compensatory time off, or a combination of the above.

Employees are to complete AID Form 400-9, Time and Attendance Supporting Documentation, to show how they will fulfill their 80-hour biweekly work requirement for Pay Period 26. This form may be accessed under "Alternative work Schedules" on the Family Friendly Webpage of the M/HR Website. The address is: <http://www.usaid.gov/M/HR/time2.htm>. Employees are to submit this form to their timekeeper no later than Friday, December 17, 1999.

These instructions will be posted on the Family Friendly Webpage of the M/HR Website as a supplement to the AWS Implementation Guidelines.

POINT OF CONTACT: Questions regarding this notice may be directed to Joann Jones, M/HR/PPIM/PP, on (202) 712-5048.

Notice 1233

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